



## Meeting Minutes

<b>Name:</b>	DRIVES Governance Committee		
<b>Meeting Date:</b>	June 27, 2018	<b>Organizer:</b>	Chris Hochmuth
<b>Meeting Time:</b>	9:30 a.m. – 11:30 a.m.	<b>Location:</b>	GoToMeeting 1(224) 501-3212 Access Code - 192-674-829

1. Attendance at Meeting					
Invited	Position	✓	Invited	Position	✓
Mike Dixon	Chair-DOR	X	Sheila Reiner	Member-Mesa	X
Matt Crane	Member-Arapahoe	X	Sara Rosene	Member-Grand	X
Jean Alberico	Member-Garfield	X	Bo Ortiz	Member-Pueblo	
Krystal Brown	Member-Teller		Garland Wahl	Member-Washington	
Mike Hartman	Attending - DOR		Heidi Humphreys	Attending-DOR	
Amanda Ross	Attending- Kit Carson		Kristin O'Bryan	Attending - DOR	
Amy Harrison	Attending-DOR	X	Lacie Allen	Attending - Delta	
Beverly Wenger	Attending - Yuma		Lauren Silva	Attending - DOR	X
Brent Spahn	Attending-DOR		Linda Shelton	Attending-Denver	X
Brian Honeycutt	Attending-OIT		Merlin Klotz	Attending -Douglas	
Bridget Gurule	Attending-Arapahoe		Maren Rubino	Attending – DOR	X
Carly Koppes	Attending-Weld		Michael Pfeiffer	Attending-Fast	
Chris Hochmuth	Attending-DOR	X	Noelle Peterson	Attending-DOR	
Cindi Wika	Attending-OIT		Pam Bacon	Attending-Logan	
Chuck Broerman	Attending- El Paso		Pam Nielsen	Attending-Larimer	
Codie Winslow	Attending - Douglas		Pam Phipps	Attending-Clear Creek	



## Meeting Minutes

Colleen Stewart	Attending - Gilpin		Pam Samora	Attending-DOR	
David Laursen	Attending-Montrose		Paul Nadeau	Attending-OIT	X
David McCurdy	Attending-OIT		Regina O'Brien	Attending-Eagle	
Diana Hall	Attending-Boulder		Sarah Werner	Attending-DOR	X
Dylan Ikenouye	Attending-DOR	X	Sean Maxon	Attending-Fast	
Eric Deffenbaugh	Attending-Fast	X	Sharon Carnefix	Attending - Jefferson	
Eric Shannon	Attending-DOR	X	Sharon Roberts	Attending-OIT	
Fran Long	Attending-OIT		Sheri Allen	Attending-Clear Creek	X
Jackie Campbell	Attending-Mesa	X	Sherri Davis	Attending-Douglas	X
Jina Dunn	Attending-DOR		Tammy Raschke	Attending-Moffat	
Julie Fall	Attending-OIT		Terri Krupke	Attending-OIT	
Katy DeBoer	Attending - OIT		Tessa Borklund	Attending-Delta	
Katya Eremich	Attending- DOR	X	Tiffany Parker	Attending-La Plata	
Kevin Kihn	Attending - DOR	X	Tina Harris	Attending-Larimer	
Kevin Wyatt	Attending-Jefferson		Tiny Zapfe	Attending- Douglas	
Kim Bonner	Attending - Routt		Tony Frazzini	Attending-Denver	X
Kimberly Corell	Attending-DOR		Victoria Gallegos	Attending-Arapahoe	
Lorri Dugan	Attending-DOR	X			



## Meeting Minutes

### 2. Minutes from May 5, 2018 for Committee Review and Approval

#### Call to Order and Roll Call

- Mike called the meeting to order at 9:34 a.m. Roll was taken and a quorum was present.
- Mike asked for approval of the June 6<sup>th</sup> minutes. It was moved by Sheila and seconded by Matt to approve the minutes. Motion passed unanimously.

#### Working Group Reports, (reports are available in the DRIVES Google folder)

- DRIVES Financial Advisory Working Group Report (Sara Rosene/Tony Frazzini/Kimberly – Corell) – Sara reported on the recommendations the working group made back to DRIVES regarding the front line staff and reconciling their drawers. Eric and Lori discussed that the working groups recommendation is not a best practice, but can be supported. Tony discussed how the training was working on this.
- DRIVES System Letters and Forms Working Group Report (Dylan Ikenouye) – Dylan and Chris reported that all the forms have been completed and are being provided to graphics to complete.
- DRIVES Requirements Clarification and Implementation Working Group Report (Adam Wilms) – Adam reported most of the meeting were on conversion and there were no new items.

#### Old Business

- Update on Central Printing and Mailing – Dylan reported everything is moving forward and having the testers working, they were able to send files to DPA for testing. All seems to be going well and will be implemented on August 6th. The combine registration receipt is still being worked on and will be finalized for implementation in December 2018.
- Update on Conversion – Dylan reported on the items that need County involvement: duplicate license plates (774), invalid title brands are completed, duplicate VINS are less than 20, Non-posts - requested the counties to work daily, Fleets – there are 90,000 fleet records being worked on. County locators, 10,126 need to be worked by the counties before 7/23/18 for a clean conversion. Eric discussed the Locator conversion and their plan to wait and re-convert the entire locator closer to rollout. Maren was concerned about getting word out to counties who are not regularly involved in the DRIVES committees and working group. Mike believed it appropriate. Dylan reminded the counties to run the menu option to clean up county holds and NSF checks. Mike and Maren thanked everyone for the work they are doing on the data cleanup.
- Focus Group for Financial Training in DRIVES emphasis on new procedures (Adam Wilms) – Adam reported there will be a help desk set up at CCCA Conference to help people walk through the processes.



## Meeting Minutes

- Transition plan for old fee schedules and corrected fee schedules being programmed in DRIVES at Rollout (Adam Wilms) – Adam noted there are 11 fees being addressed. A communication is being put together to go out to the 7,200 customers for the end of the month.
- DRIVES County Governance Committee updates (Adam Wilms) – Adam discussed the candidates that had been submitted. They are still some candidates needed for categories 3/4 and 5/6 and they are working with CCCA to seek those candidates out. Erin with Adams County asked how names were submitted and Adam responded that Sara Werner will get her the necessary information.
- Post R2 timeline – Mike reported the CSTARS field trainers have all moved over to DOR as field staff focusing on DRIVES but will still be available for CSTARS work. The other two trainers will stay with DRIVES through R2 and are working on other options for continued State Employment. Training team development is well underway.

### New Business

- Temporary Tag Update (Adam Wilms) – Adam reported on the tags that were issued with expiration dates while County Offices are closed. A communication will be going out to the 11,469 customers and to Law Enforcement, tolling and parking authorities. This letter will serve as an extension through 8/14/2018 and the records in DRIVES will be noted.
- Training Update (Ted Trujillo) – Ted talked about the rolls and responsibilities and the hiring of the training team which will support Driver's License and the Title and Registration Sections both. More details to come. There was also concern about wait times in the current call center for TSU in Title and Registrations. The call tree is being looked at to make sure calls are really going where they need.
- Fast Circuit Migration (Elaine Hill) – Elaine noted this will take place July 14-15 and a good plan is forming.
- Training for New County Clerks – Mike discussed that as a result of the primaries last night some training will be needed similar to the new clerks training completed previously for the new County Clerks. Jean noted that the CCCA has started working on this and efforts will be coordinated with DOR.

### Review and Assignment of Action Items

- Mike Dixon asked that a communication go out to Counties regarding the update of their Locators.
- Communication to all category 3/4 and 5/6 Counties for candidates for Governance Committee.



## Meeting Minutes

- Temporary tag course of action to go out to Counties, Law Enforcement, etc.

### Public Testimony

- Jean asked Eric to talk about the “soft open”. Eric said he was soliciting a handful of volunteer Counties to work for an hour or two to make sure it is working as planned. If everything goes well, they can open it up some more. If all goes well could be as early as Friday.

Next meeting is scheduled for July 18, 2018 at 11:00 a.m.

Meeting adjourned at 10:22 a.m.

*Approve versions of the Committee minutes are archived in the DRIVES Google folder “County DRIVES Governance Committee – Minutes”.*